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Audit

DDS&T

16 OCT 1981

D/FBIS
 DD/FBIS
 C/E&PS ☒
 C/LRB
 CMO
 C/AG
 C/PROD
 C/OPS
 C/ADMIN
 201 FILE
 2 EXEC. REG.

MEMORANDUM FOR: Chief, Audit Staff, IG

VIA: Executive Officer, DDS&T

FROM:
 Acting Director, Foreign Broadcast Information Service

25X1

SUBJECT: FBIS Actions in Response to Audit Report

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REFERENCE: Report of Audit of Foreign Broadcast Information
 Service for the period 1 September 1979-30 April 1981,
 dated 24 August 1981

1. FBIS has fully implemented the recommendations contained in the referent report. Following is a summary of the actions taken on each recommendation:

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2. Recommendation #1: Monitor old balances in Account 1452 more effectively by improving follow-up procedures. Resolve outstanding balances as appropriate.

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Action has been initiated to resolve all remaining outstanding balances. FBIS/B&F personnel have been instructed to review the 1452 account monthly and to follow-up immediately on any outstanding balances, as they occur. As of 14 October 1981, all outstanding balances through June 1981 have been cleared.

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3. Recommendation #2: Designate a central control point within FBIS for the monitoring and control of films and videocassettes.

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Recommendation #3: Maintain proper records and documentation to support the location of non-FBIS produced materials on loan from OCR.

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On 11 September 1981, the Liaison and Requirements Branch (LRB) was designated as the central control point for the monitoring and control of all films and videocassettes, including both FBIS-produced and non-FBIS materials. LRB has established a log for all films and videocassettes on loan from OCR and is prepared to make periodic inventories and follow-ups on delinquent accounts.

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Recommendation #4: Establish a separate account for Engineering Division property.

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Recommendation #5: Transfer accountability and appropriate records to the responsible logistics officer.

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On 18 September 1981, the Office of Logistics established a separate account (Code 4403) for the Engineering Division of FBIS. The appropriate engineering property records have been transferred from the Administrative Staff and the Logistics Officer in Engineering Division, has been designated as property accountable officer of this account.

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